ARNG
Annual Dining Facility Account Reviews

chael.Langille@ngb.army.mil/703-607-7428

AR 30-22
The Army Food Program
Chapter 3-14, paragraph C
States:

"Dining facility records for ARNG units will be reviewed annually (to include IDT and AT) using the checklist developed and distributed by the State food advisor. The food service officer, advisor, or supervisor of the next higher headquarters is responsible for conducting the review of subordinate dining facility accounts." (This must be done by **qualified** food service personnel)

INACTIVE DUTY TRAINING (IDT)

- SUBSISTENCE REQUEST
- FOOD PREPARATION AND PRODUCTION
- HEADCOUNT AND CASH COLLECTION PROCEDURES
- REPORTING PROCEDURES
- OPERATIONAL RATIONS
- EQUIPMENT AND MAINTENANCE
- PUBLICATIONS
- GENERAL OBSERVATIONS

SUBSISTENCE REQUEST

- **Are all request forms prepared and completed IAW AR 30-22, para 3-30, DA PAM 30-22, para 3-42 and State LOI/MOU/SOP?**

- **Is the DA Form 5913, Strength/Feeder Reporter (Request), being submitted by the unit to USPFO/DOL at a minimum of 30 days prior to each IDT period?**

- **Are all DA Form 5913, (Request), to include supported units, signed ONLY by the unit commander?**

SUBSISTENCE REQUEST cont.

- **Does the information on the DA Form 5913 show the number of enlisted authorized SIK as separate number than Officers and AGR?**

- **Are all supported units listed separately on the DA Form 5913?**

- **Does the unit currently have a memo of authorization from State USPFO/DOL to purchase raw subsistence or catered meals?**

- **Does the unit have DA Form 1687 (Delegation of Authority to Receive Supplies) or DD Form 577 (Signature Card) on hand? Are they current?**

DA FORM 5913 REQUEST

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	RSC/DRC/DIV or DOL/USPFO	2003/02/08

4. REPORT DATES (YYYYMMDD)	2003/03/08	2003/03/09		5. X REQUEST REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH	2	1		
9. GRAND TOTAL	127	126		

10. REMARKS

07 Mar	08 Mar
B	B
L A -Ration	L A - Ration
D	D

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	2003/02/08

DA FORM 5913, JUL 2002 DA FORM 5913-R, JUN 1990, IS OBSOLETE

chael.Langille@ngb.army.mil/703-607-7428

FOOD PREPARATION AND PRODUTION

- **Are all items received on authorized issue document properly accounted for?**

- **Are all items purchased accounted for on the Production Schedule?**

- **Are DA Form 3034s (Production Schedule) properly filled out?**

- **Are Recipe or SOP numbers entered in column #8?**

- **Do Catered/Commercial meals comply with menu standards of SB 10-262, Armed Forces Menu Standards, by providing a nutritious meal?**

DA FORM 3034 PRODUCTION SCHEDULE (Line A-Rations)

PRODUCTION SCHEDULE

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT									2. SERVING PERIOD							
HHC 734TH CHEM BN, LINCOLN									1130-1300							
3. DATE (YYYYMMDD)	4. MEAL								5. PROJECTED HEADCOUNT						6. ACTUAL HEADCOUNT	
20030308	B ☐	L ☑	D ☐	BR ☐	S ☐	SO ☐	N ☐	B/L ☐	125							
7	8	9				10		11	12		13	14				
PERSON ASSIGNED	RECIPE NUMBER	RECIPE NAME				PREP TIME		PORTIONS TO PREPARE	ACTUAL PORTIONS PREPARED		LEFTOVER/ DISCARD	SPECIAL INSTRUCTIONS				
HINSON	E-4	SPAGHETTI				1030		15 LB								
HINSON	L-38	MEAT SAUCE				0930		23 LB								
TERRY	Q-65	BROCCOLI				1030		25 LB								
SHELBY	SOP-9	TOSSED SALAD				0930		19 LB								
SHELBY	SOP-9	ITALIAN DRESSING				1045		1 CS								
BETTERS	D-7	GARLIC BREAD				1030		10 LF								
BETTERS	G-10	YELLOW CAKE				0800		12 BX				TAKEN FRM STOCK				
BETTERS	G-9	CHOC FROSTING				1100		3 BX								
BETTERS	SOP-1	MILK 1/2 PT				1115		125 EA								
TERRY	SOP-5	COFFEE				0900		2 LB				1- 2LB CN FRM STK				
TERRY	SOP-7	HOT TEA				0930		1 BX								
TERRY	C-9	ICED TEA				1015		1 JR								

15a. FOS/MANAGER SIGATURE	15b. RANK	16a. SHIFT LEADER SIGNATURE	16b. RANK
STEVEN J. LEE	SFC		

DA FORM 3034, JUL 2002 — DA FORM 3034, AUG 1984, IS OBSOLETE. — USAPA V1.00

Figure 3-42.3 Sample DA Form 3034 Production Schedule

chael.Langille@ngb.army.mil/703-607-7428

HEADCOUNT AND CASH COLLECTION PROCEDURES

- **Does the unit have a current Headcount SOP?**

- **Does the Headcount SOP contain sample copies of the forms required to accurately account for subsistence?**

- **Has the Installation Commander (TAG) in writing authorized, Officers (M-day and AGR) enlisted soldiers receiving BAS to subsist in an appropriated fund dining facility, in accordance with AR 30-22, para 3-34?**

HEADCOUNT AND CASH COLLECTION PROCEDURES cont.

- **Is unit present for duty strength accurately reflected on DA Form 5913, consistent with paid strength as reported on DA Form 1379?**

- **Have DD Form 1544 (Cash Meal Payment Sheet) been issued to the headcounter utilizing a DA Form 3546, (Control Record for Dining Facility DD 1544) IAW DA PAM 30-22, para 3-27c ?**

- **Is DD Form 1544 and cash collected for meals safeguarded properly?**

HEADCOUNT AND CASH COLLECTION PROCEDURES cont.

- **The data block at the top of DD Form 1544 sheet will be completed by the FOS and signed by the Unit Commander or Food Service Officer, authenticating the sheet, prior to being issued to the headcounter**

- **Verify proper meal rates have been charged for all meals, to include catered and holiday meals**

- **Have procedures been established for collecting cash for meals consumed during IDT field training?**

HEADCOUNT AND CASH COLLECTION PROCEDURES cont.

- **Verify that all DD Form 1131, Cash Collection Vouchers, are prepared IAW DA PAM 30-22, para 3-38**

- **Has the unit had an annual revalidation of DD Form 1544 books issued during the year IAW DA PAM 30-22, para 3-35?**

- **If meals were sold for cash, are they reported on DA Form 5913 (Report)?**

- **Headcounters will not be assigned additional duties than those outlined in the headcounters SOP**

REPORTING AND ACCOUNTABILITY PROCEDURES

- **Are separate files maintained for Annual Training and IDT IAW AR 30-22 and DA PAM 30-22?**

- **Are all files labeled properly in accordance with AR 25-400-2, Army Records Information Management System (ARIMS), as minimum File # 30 General Food Corresp; ex: 30-22a Cash Receipt files; 30-22b Field Menu files; 30-22c Field Kitchen Review file?**

REPORTING AND ACCOUNTABILITY PROCEDURES cont.

- **Does the unit maintain a separate DA Form 5914, Ration Control Sheet, for each type of ration drawn (A, UGR, MRE, TOTM, HEATER MEALS) and has it been prepared IAW AR 30-22, DA PAM 30-22?**

- **Has the unit prepared a separate DA Form 5914 for each meal (Breakfast, Lunch/Dinner) IAW AR 30-22?**

- **Did all DA Form 5914, for each type of ration, close out at a zero balance?**

- **Indicate the squad, platoon, company or organization to which subsistence support was requested and provided (information found on DA Form 5913 (request)**

DA FORM 5914 RATION CONTROL SHEET

RATION CONTROL SHEET
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4

1. Page 1 OF 1

2. UNIT: HHC 734 th CHEM BN

3. TYPE OF RATION: ☐ UGR-H&S ☐ UGR-A ☐ MRE X☐ OTHER A-Rations (L)

4. PERIOD: 200303

a. DATE (*YYYYMMDD*)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. HO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
2003/03/08		253			253			SSG Lee FOS	
2003/03/08				127	126	125	HHC 734 Chem Bn	1st SGT Jones	SSG Lee FOS
2003/03/09				126		126	HHC 734 Chem Bn	1st SGT Jones	SSG Lee FOS
2003/03/09					0				

5. RE3MARKS
* 08 Mar, 2 Meals discarded

6a REVIEWED BY
LT Lawson FSO

6b DATE (*YYYYMMDD*)
2003/03/09

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-r, JUN 1990, AND DA FORM 5309-r, AUG 1984

Figure 3-42.Sample DA Form 5914 (Ration Control Sheet) single unit

DA FORM 5914 RATION CONTROL SHEET cont.

RATION CONTROL SHEET
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4

1. Page 1 OF 1

2. UNIT: HHC 734 th CHEM BN

3. TYPE OF RATION: ☐ UGR-H&S ☐ UGR-A ☐ MRE X☐ OTHER A-Rations (Breakfast)

4. PERIOD: 200303

a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
2003/03/07		621			621			SSG Lee FOS	
2003/03/08				137	484	131 (-6)	HHC 734 Chem Bn	1st SGT Jones	SSG Lee FOS
2003/03/08				75	409	75	CO A 734 Chem Bn	1st SGT Williams	
2003/03/08				60	349	60	CO B 734 Chem Bn	SFC Anderson	
2003/03/08				40	309	40	CO C 734 Chem Bn	SFC Coon	
2003/03/09				134	175	139 (+5)	HHC 734 Chem Bn	1st SGT Jones	SSG Lee FOS
2003/03/09				75	100	75	CO A 734 Chem Bn	1st SGT Williams	
2003/03/09				60	40	60	CO B 734 Chem Bn	SFC Anderson	
2003/03/09				40	0	40	CO C 734 Chem Bn	SFC Coon	
2003/03/09									

5. REMARKS
* 08 Mar, 6 cash meal failed to eat, discard 6 meals
* 09 Mar, 5 unanticipated cash meals sold

6a REVIEWED BY: LT Lawson FSO

6b DATE (YYYYMMDD): 2003/03/09

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-r, JUN 1990, AND DA FORM 5309-r, AUG 1984

chael.Langille@ngb.army.mil/703-607-7428

REPORTING AND ACCOUNTABILITY PROCEDURES cont.

- **Does the unit have a current DA Form 3234, Inventory Record, that reflects on hand stocks IAW DA PAM 30-22, para 3-42b.(5)?**

- **Is the FOS deleting on-hand inventory from appropriate ration request documents to reduce on-hand inventory?**

OPERATIONAL RATIONS

- **Are operational rations (MRE's/TOTM's) on hand accounted for IAW DA PAM 30-22, para 3-51d?**

- **Is the Supply Sergeant maintaining a separate DA Form 5914 for operational rations?**

- **Operational rations that cannot be supported by headcount data, or record of turn-in, will be cause for initiating an AR 15-6 investigation.**

EQUIPMENT AND MAINTENANCE

- **Has ALL food service equipment (garrison/armory and field) been thoroughly cleaned and inspected prior to storage (for dirt, required maintenance, damaged gaskets, broken hinges, missing parts, etc)?**

- **Has fuel been drained from ALL fuel fired equipment prior to storage?**

EQUIPMENT AND MAINTENANCE cont.

- **Has PMCS been preformed on the MBUs IAW TM 10-7310-281-13&P, Chapter 3?**

- **Is there a current copy of a DA Form 5988-E on-hand for field kitchen equipment?**

- **Have ALL food service personnel been properly licensed to operate ALL fuel fired equipment (MBUs (modern burner unit), Immersion Heaters, and Generators) per DA PAM 750-1, 2.6(1)?**

PUBLICATIONS

Does the unit have current copies of all regulations, field manuals, and publications applicable to food service operations i. e.

- **AR 30-22, The Army Food Program**
- **DA PAM 30-22, Operating Procedures for the Army Food Program**
- **AR 600-38, Meal Card Management System**
- **FM 8-34, Food Sanitation for the Supervisor**
- **FM 10-23, Field Feeding Procedures**
- **FM 10-23-2, Garrison Food Prep & Class 1 management**
- **SB 10-262, Armed Forces Menu Standards**
- **TB MED 530, Occupational and Environmental Health Food Sanitation**
- **TB MED 577, Sanitary Control and Surveillance of Field Water Suppies**
- **All Technical Manuals for field equipment being used**
- **State Menu Board minutes and a copy of State approved menu**
- **State LOI, MOU, and SOP for use of the Reserve Component Subsistence System (RCSS)**

GENERAL OBSERVATIONS

- **Has the Food Service Management Board (FSMB) cost and extended the state approved menu to assure that it meets current authorized BDFA, as required in AR 30-22, Sec.V, para 3-53, 3-54 and DA PAM 30-22, para 3-69?**

- **Is unit maintaining an on-going training program for MOS and soldier task training of food service personnel?**

QUESTIONS?